



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 22-58		
Business Title: Administrative Assistant		State Classification: Administrative Assistant II
Salary Group: A11	Salary: \$3,334.00 (month) \$40,008.00 (year)	Hours/Week: 7:00am-4:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 02/02/2022	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: FMO - Facilities Operations

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs routine (journey-level) administrative support work for Fire Controls and Facilities Maintenance Operations. Work involves disseminating information, maintaining filing systems, and compliance tracking. Works under moderate supervision with limited latitude for the use of initiative and independent judgment..

ESSENTIAL FUNCTIONS:

- Track billing and invoicing for maintenance repairs.
- Track progress for repairs of impairments each month from past inspections through ExcelMaintains security access levels.
- Create work orders for preventive maintenance and service requests
- Track and schedule preventive maintenance and repairs of life safety systems.
- Track State licenses for renewal.
- Update division's calendar.
- Develops, coordinates, and maintains record keeping and filing system.
- Performs data entry and retrieval.
- Responds to telephone calls, correspondence, and other customer service inquiries.
- Opens, sorts, and distributes incoming correspondence, including faxes and email.
- Help create documents for public solicitations for Life Safety repairs.
- Cover the portal and phones when dispatch is out of office or during breaks and lunches.
- Process HB3042 invoices. (Training will include processing requisitions and entering the invoices into the Work Order System).

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Two (2) years experience in administrative support work. Experience in using multiple phone lines with a high volume of calls.
- Education and experience may be substituted for experience on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of office practices and administrative procedures.
- Skill to prepare documents using correct spelling, grammar and punctuation.
- Skill in the use of personal computers and applicable programs, applications, and systems, including email and word processing software.
- Ability to proofread and review documents for clarity and consistency.
- Ability to perform data entry and retrieval.
- Ability to prepare and maintain records, files, and reports.
- Ability to protect sensitive and confidential information
- Ability to provide customer service.



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- Ability to meet deadlines.
- Ability to train others.
- Ability to communicate effectively and professionally, both orally and in writing.
- Ability to multi-task and work in a fast paced environment

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15P Aviation Operations Specialist, AZ Aviation Maintenance Administrationman, 641X LDO-Administration, 360 Yeoman, 018 Personnel Administration (Warrant), 0100 Basic Administrative Marine, 0102 Manpower Officer, 3A1X1 Administration, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 15082287

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
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